

IFLA Bibliography Section Standing Committee Business Meetings in Kuala Lumpur 2018

Meeting I

1. Welcome and introductions (all)

Attending: Mathilde Koskas, Rebecca Lubas, Monika Szunejko, Sinikka Luukkanen, Pat Riva, Jay Weitz, Edita Lichtenbergová.

Observers: Anistui Abdul Wahid, Siti Saleh, Julianne Beall, Yeong Sein Kim, Yoko Shibata, Saeedeh Akbari, Amalina Ahmed, Haliee Jaihari, Ticia Asunima.

2. Approval of the Agenda (all) The agenda was approved.

3. Standing Committee membership matters (Mathilde)

a. Introduction to the Standing Committee for new members

b. Call for Information Coordinator – Please volunteer!

c. Election of Corresponding Members:

We have 3 corresponding members; we could have up to 5.

d. Renewal or retirement of corresponding members:

<https://www.ifla.org/officers-corner/corresponding-members>

e. Planning for next year's elections

- October 2018: nomination call starts for all positions. Remember an institution can nominate someone not necessarily working at their institution. Please consider self-nomination. Let's look at institutions participating in the National Bibliographic Register, especially those who sent unsolicited contributions, to reach out to for nominations.
- January 2019: deadline for SC nominations.
- February – April 2019: Election period (if needed) - dates relevant to each election will be announced.

4. Announcements and report from the Professional Committee

a. Report from Vision discussion in Barcelona and virtual meeting in July (Mathilde and Rebecca). We had four participants. The full report is 700 pages!

5. Action Plan follow up

- a. Update from ongoing working groups or projects.
 - a.i. **Common Practices for National Bibliographic Agencies:**
Progress made in Barcelona project meeting and beyond (Mathilde and Rebecca). Waiting for approval.
 - a.ii. **National Bibliographic Register** (Pat Riva) has increased to 48. There's a new questionnaire but some are still using the old one, we need to update the website!
 - a.iii. **Communication with members** (mailing list, web pages, etc.). Update on web content review (Rebecca) Rebecca sent in the review of the section web pages, we are keeping the Best Practices for now, not archiving it, so it's available until the Common Practices is published. We do need an Info Coordinator to take up regular updating.

6. WLIC open session and Metadata Reports session

a. Last-minute planning

Metadata reports meeting: Pat will be reporting for our Section

7. Information about Metadata social event Tuesday, August 28 at 6:00 pm.

All metadata sections will meet for a social event on Wednesday evening. Everyone was encouraged to come.

Meeting II

Attending: Mathilde Koskas, Rebecca Lubas, Monika Szunejko, Sinikka Luukkanen, Pat Riva, Jay Weitz, Edita Lichtenbergová.

Observers: Rene-Vincent du Grandlaunay, Yoko Shibata, Izaruddin Moss.

8. Common Practices publication is approved!

9. WLIC session reminder – we had 18 submissions resulting in selection of four high-quality papers

10. Collaboration with other units

- a. **Division III report** (Mathilde and Rebecca). Discussed next steps in IFLA strategy, including size and level of activity from committees. Interesting proposals on how to lower barriers to participation in IFLA. Agreement that size of committee doesn't reflect on its dynamism.

11. Metadata newsletter ideas: please send to Jay.

12. **WLIC session for next year: we discussed the idea of a "clinic" for national bibliographies; setting up an expert panel for specific help with real life challenges in creating and updating bibliographies. Let's partner with other sections and SIGs.**

The Indigenous matters section was approached and agreed to help organize the session. On the Bibliography Section's side, Rebecca and Monika will be part of the organizing committee.

Call for everyone to think about people we could invite. We could also ask for questions beforehand (through the Metadata newsletter, etc.). It was decided to mention it in the December newsletter.

13. **WLIC Satellite Meetings**

We will support the Metadata Specialists in the Digital Age Satellite Conference

14. **Continued discussion on Action Plan for 2018-2019. We need to get Common Practices published, we are almost there!**

- **Chapter 1: introductory, keep till last.**
- **Glossary: revised in 2017. One last revision just before publication?**
- **Chapter 3-5 have been updated. Rebecca will share them widely with the SC (don't bother with spelling and format. If you see something to revise or add, but don't feel up to crafting a new paragraph, you don't have to, just point out the problem!).**
- **Review Chapter Two (updated during Barcelona meeting)**
- **Meet via Zoom to review Chapter Six. Sinikka will do a first pass**
- **Rebecca will do final edit in December**

Discussion on how to lower barrier to participation for SC members: Basecamp, emails, reminders? Item in the Newsletter to encourage participation in revisions?

15. **Standing Committee membership matters**

- a. Information Coordinator
Pat volunteers to be Information Coordinator for a year, until the new website goes live, with the primary goal of taking care of the National Bibliographic Register.

- b. Election of Corresponding Members
Monika Szunejko is elected as a new corresponding member. Welcome!

16. Items to raise or report to the Professional Committee

- a. Usage of funds granted – we were given funds but did not need them since we met during Global Vision Travel and the Barcelona Public library gave us free meeting space.

17. Next meeting of the Standing Committee, procedures and planning (decision on whether to hold a physical or virtual mid-term meeting). The Common Practices group will meet via Zoom in November. We determined we did not need an in-person midterm meeting this year so we will not request funds.